

JOB DESCRIPTION

JOB TITLE: GULF COUNTY RESTORE ACT COORDINATOR
DEPARTMENT: GULF COUNTY RESTORE ACT DEPARTMENT
REPORTS TO: GULF COUNTY ADMINISTRATION
SALARY RANGE: \$2,300.00 - \$3,400.00 Biweekly / BASED ON EXPERIENCE

NON-EXEMPT

GENERAL DESCRIPTION

This is professional work overseeing and coordinating all aspects of the Gulf County's RESTORE (Resources Ecosystems Sustainability, Tourist Opportunities and Revived Economies of the Gulf Coast States Act of 2012) program development and implementation. Work is performed under the supervision of the County Administrator.

Coordinator shall provide general guidance and support to Gulf County staff and advise the RESTORE Act Advisory Committee (RAC) for programs and processes related to the RESTORE Act. Coordinator shall be the county's official point of contact and daily director for purposes of mandatory tasks that shall include development and solicitation of project proposal applications, candidate projects requesting funding from the Gulf Coast Ecosystem Restoration Trust Fund (Trust Fund) under the Direct Component of the RESTORE Act. Coordinator shall oversee and manage daily efforts by County Staff and consultants and advise the RESTORE Act Committee with the development of the Multi-Year Implementation Plan (MYIP) required under the RESTORE Act for submission and approval by the Board of Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties and responsibilities commensurate with the tasks required of the Gulf County department which may include, but are not limited to, any combination of the following:

- Support County Commission Board members with implementation and compiling of RESTORE legislation.
- Facilitate, assist and advise regarding county actions in conjunction with Gulf County RESTORE Act Consultants in drafting, introducing and securing adoption by the Commission for the County's RESTORE Act Plan and MYIP.
- Serve as the County's liaison with its RESTORE Act Consulting firm and professionals regarding the MYIP and its continual maintenance and update which shall include but not limited to:
 - Secure RESTORE-related assistance as deemed necessary by the County, including but not limited to the provision of program management services, project management and oversight services, regulatory and administrative compliance and oversight services, and project close-out services in conjunction with implementation and execution of its multi-year implementation plan.

- Assist and direct Gulf County staff and officials in its strict compliance with the RESTORE Act and final U.S. Department of Treasury Regulations
- Provide technical assistance to Gulf County staff and consultant in its development, application and implementation of its required Multi-Year Implementation Plan including the drafting of the MYIP which will include Gulf Distribution Formula Agreement
- Request RESTORE-related assistance as deemed necessary by the County.
- Direct Gulf County BOCC and staff and with advise from the RESTORE Act Advisory Committee (RAC) through Gulf County Staff,
- Support legal staff and environmental staff and other Gulf County consultants on the process and funds distribution for Gulf project implementation.
- Assist with strategy for Gulf County related plans and projects.
- Prepares and administers the annual work plan for the RESTORE Act Plan; prepares and manages the budget, tracks and reports on RESTORE program fiscal expenditures.
- Provide support and assistance to the County Commission members for tracking, facilitating and coordination of required meetings.
- Coordinate with local, state or regional coalitions.
- Develop and distribute meeting materials to the Gulf County Commission and others as appropriate.
- Answer questions and research information in response to Board inquiries.
- Organize and conduct county meetings related to RESTORE, represents Gulf County through correspondence, conferences and review meetings with public and private organizations.
- Prepare issue papers, as necessary to aid the Gulf County Commission discussion and decision-making.
- Attend meetings of other coalitions, committees or organizations which could impact the implementation of RESTORE in Gulf County.
- Prepare and plan stakeholder meetings.
- Develop stakeholder relationships, trust and issue knowledge in targeted areas.
- Integrate stakeholder engagement project results into state and federal restoration project development.
- Performs other related duties as assigned.
- Full time presence on the job.

SUPERVISION RECEIVED AND EXERCISED

Works under supervision of County Administrator, however, performs recurring job duties independently. Some opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists. Has prior related work experience in the role of agency representative and independent self supervision as departmental director and coordination of staff or has ability to organize, supervise and direct various departmental staff and efforts.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree from an accredited college/university or commensurate experience in the field and possess the skill sets and knowledge to perform the required tasks a high level of performance
- Extensive experience with RESTORE Act and its development, implementation and future planning

- Experience and knowledge of Gulf County infrastructure and future planning for both economic development projects and programs and environmental issues for Gulf County and proposed restoration programs as required under the RESTORE Act legislation
- Must maintain good interpersonal and communication skills to deal with public as well as county staff and officials.
- Demonstrated leadership skills in guiding and advising both County staff and county volunteer advisory boards in conjunction with professional services of County RESTORE Act Consultants
- Must be able to speak, write, and comprehend English language.
- Must possess and maintain a valid Florida driver license.
- May be required to attend meetings outside of regular business hours, including nights and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Outstanding project management and organizational skills.
- Excellent oral and written communication abilities.
- Outstanding leadership skills for advisory roles and guidance to County officials and staff with RESTORE Act guidelines
- Expertise in the use of MS Word, Excel, and Outlook is essential.
- Superior command of RESTORE Act matters and guidelines and fluency in its administration and implementation
- Read/write sufficient to file, proof and edit routine office correspondence, reports and forms.
- Perform arithmetic calculations (addition, subtraction, multiplication, division).
- Establish and maintain effective working relationships as required by specific job duties with both staff, professionals and public
- Apply moderately complex oral or written instructions/guidelines to varied situations.
- Act independently and know when to refer situations to higher level authority.
- Maintain confidentiality of working information.
- Apply existing procedures to similar situations.
- PC proficiency sufficient to effectively perform job duties.
- Understand and apply the functionality associated with application software to perform job duties.

PHYSICAL DEMANDS/ WORKING CONDITIONS

The demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed indoors but requires some exposure to environmental changes, irate members from the public, demanding vendors, extreme noise, odors, heights and/or dust.

Work involves meetings, sedentary office obligations, travel, walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull,

lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderate to noisy.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Must possess a valid Florida driver's license and maintain a good driving record while employed.

Application: Send a letter addressing your qualifications with a resume and the names of three professional references to:

Gulf County Human Resources
1000 Cecil Costin Blvd.
Room 301A
Port St. Joe, FL 32456

Or by email to: humanresources@gulfcounty-fl.gov

Compensation guidelines stated above and based on experience. Position open until filled. Questions may be directed to Donald Butler at dbutler@gulfcounty-fl.gov (email).